Computer Instructions:

1. You should have received an URL similar to
   https://stateofdelaware.webex.com/stateofdelaware/onstage/g.php?MTID=xxxxxxxxxxxxxxxx
   xxxxxxxxxxxxx
2. Once the hearing URL has been entered in any browser (preferably Google Chrome), you will be
   met with the following page asking for your information.

Join Event Now

To join this event, provide the following information.

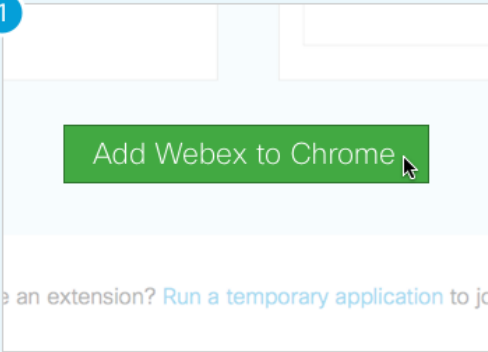| First name:	
Last name:	
Email address:	
Event password:	••••••

Join Now

⟶ *Join by browser* *NEW!*

If you are the host, start your event.

3. After the information has been entered, if you use Google Chrome, you will be met with the
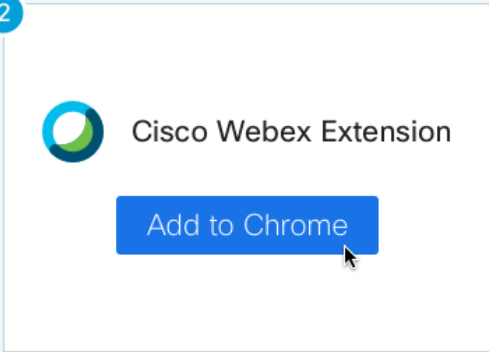   screen:

Step 1 of 2: Add Webex to Chrome

Follow this one-time process to join all Webex meetings quickly.

① Add Webex to Chrome

e an extension? Run a temporary application to jo

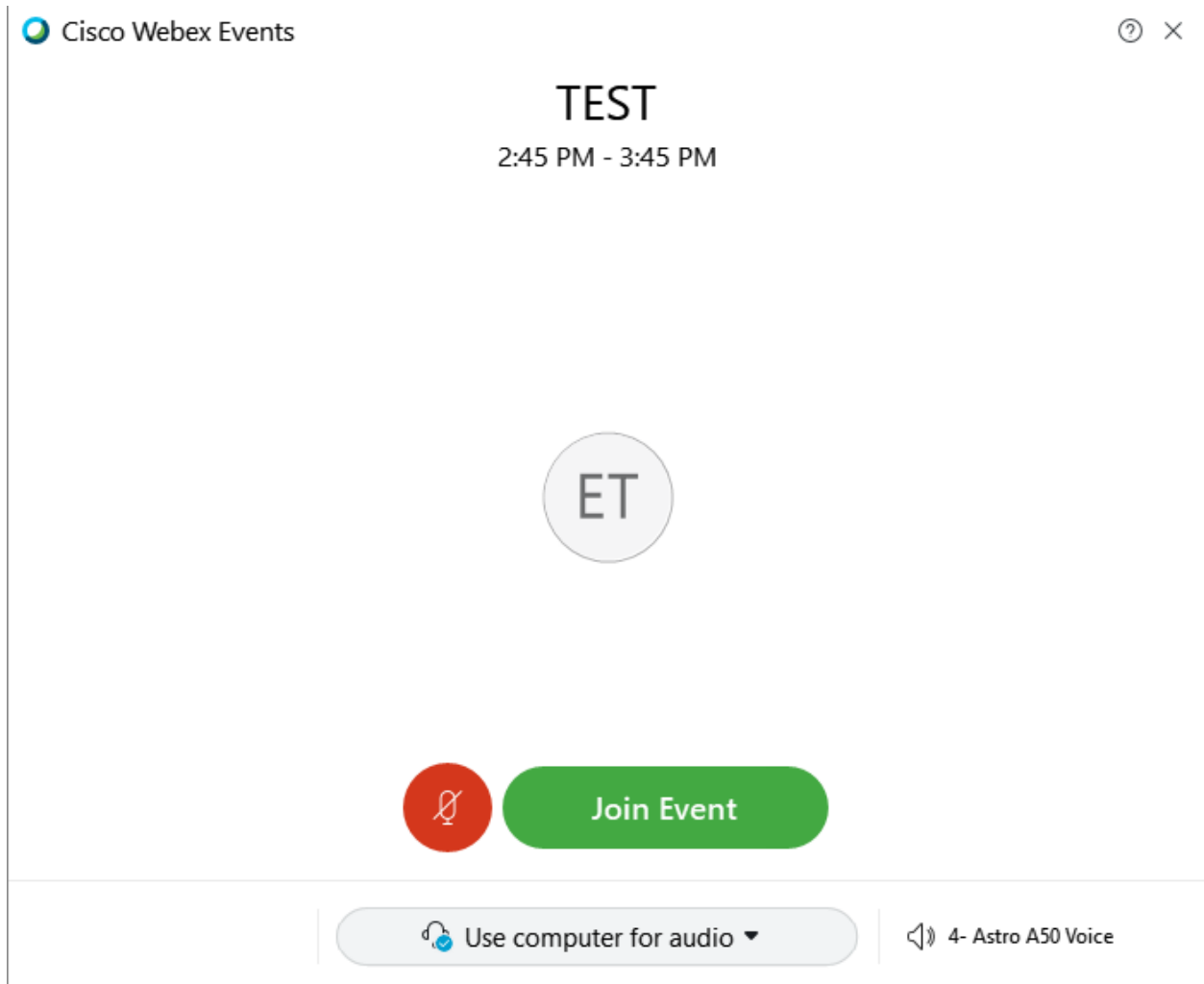Select **Add Webex to Chrome**.

② ◯ Cisco Webex Extension

Add to Chrome

Select **Add to Chrome** in the Chrome store.

Add Webex to Chrome

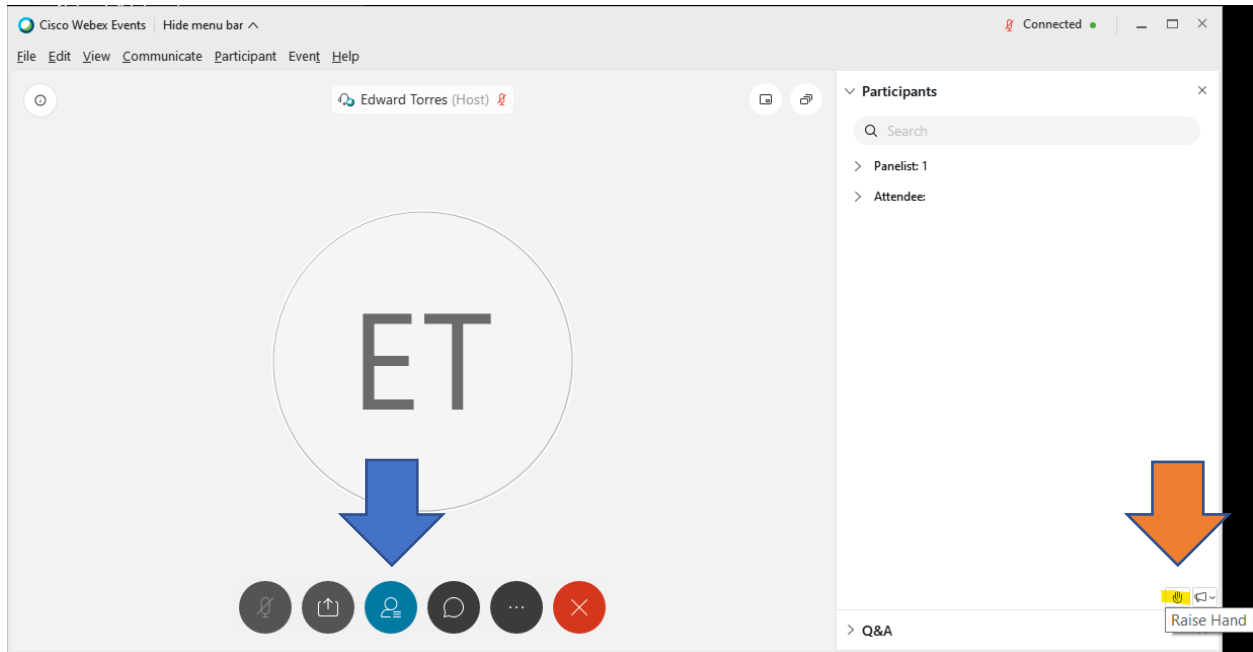Don't want to use an extension? Run a temporary application to join this meeting.

4. For this instance, it is recommended to click on the option below "**Run a temporary application**".
5. A download should start on the bottom of the web browser where we can run the one-time installer to join the hearing.

6. After opening the installer, you will see the following screen:

7. You should be able to join the event now by clicking the green "**Join Event**" button.

8. Once inside, you will have additional buttons listed on the bottom, make sure the "**Participants**" icon is blue and from there, if you wish to speak, there is a hand icon on the bottom right-hand side where you can raise your hand and notify the panelists you wish to speak.

*********This can also be done when calling in by pressing the *3*

Calling in via Phone:

1. There should be a number that you can call in if using a computer is not an option. Usually the global number for Webex is 1-408-418-9388 but there should be a number in the hearing invite.
2. Once calling in, you will need to enter a 9-digit access code/meeting number followed by the pound sign. (You may need to press pound sign twice)
3. After that, you are inside the hearing. If you wish to raise your hand to speak, you may dial *3* and you will be asked to speak. If you wish to lower your hand, dial *3* again.